EDD Employment Development Department

State of California

Job Training Automation System On-Line Cash Request Handbook

Prepared By
Workforce Investment Division
 and Fiscal Programs Division
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Table of Contents

Chapter

1

Introduction

This *On-Line Cash Request Handbook* is provided to the Employment Development Department's (EDD) Workforce Investment Act (WIA), Job Training Partnership Act (JTPA), Welfare-to-Work (WtW), One-Stop (OS), and School-to-Career (STC) subgrantees that request cash through a computerized on-line electronic medium. To process computerized requests, subgrantees with on-line capabilities will use Job Training Automation (JTA) telecommunication equipment, and subgrantees without on-line capabilities will use modems.

This handbook contains information and procedures that a subgrantee will need to establish a remote MCI dial-up to access the State JTA system. The establishment of the MCI dial-up is followed by a discussion of the log-in process required for access to the Enter Cash Request Information (ECRI) screen. The ECRI screen is where the actual cash request is made.

When processing a cash request, if difficulties arise due to entry errors, assistance can be obtained by calling the Department's Fiscal Programs Division (FPD) Cash Help Desk, at (916) 654-7868. If technical difficulties arise when accessing JTA, please call the JTA Help Desk, at (916) 653-0202. Refer to *Appendix 1* for additional instructions and information regarding the Help Desks.

Also included in this handbook are instructions on how to print copies of cash requests along with a list of the common JTA Grant Codes (*Appendix 6*). There are also some "helpful hints" which list common problems and solutions that may occur when requesting cash via the JTA system.

The annual list of official State holidays will be sent under a separate cash directive.

Accessing the Job Training Automation (JTA) System

MCI Dial-Up (Modem) Access to JTA

Subgrantees that are not users of a timeshare JTA system may access the Enter Cash Request Information (ECRI) screen through the MCI dial-up procedures described in *Appendix 2*. The latest list of MCI dial-up phone numbers is shown in *Appendix 3 and Appendix 3A*. Your data processing staff may be able to install the dial-up so various steps can be completed automatically up to the point an entry is needed for a password.

Accessing the JTA/ECRI Application

The JTA system requires an entry of a valid **LOGON ID** and **PASSWORD** before it grants access into the JTA production environment. The log-on ID must be typed in lowercase while the password may be typed in a combination of uppercase and lowercase.

Effective July 1 of each fiscal year a new Information Request Form must be submitted for each subgrantee. A form is required for WI (WIA), JT (JTPA), OS (One-Stop), and WW (Welfare-to-Work) programs (*Appendix 4*). A separate form is required for the STC (School-to-Career) program (*Appendix 4A*). As staff assignments or bank account changes occur, users must immediately update the Information Request Forms on file. A new Information Request form is required for all entities under WIA.

The EDD needs an **original Information Request Form** from each subgrantee with original signatures of those users accessing the JTA system. Data received for new users will be forwarded to the California Health and Human Services Agency Data Center (HHSDC) to grant the identified individuals access to the system. Subgrantees will be notified when access is granted and the individual's log-on ID is established.

Note: Log-on IDs are not to be used by other individuals. Each user will be assigned a log-on ID and password. When submitting requests for a log-on ID and password, users should include the names of any back-ups that may need to use the system.

When logging onto JTA for the first time, the system will prompt the user to enter their formal Log-on ID and password (use the log-on ID as the password) followed by a prompt to enter the new password selected. The JTA system will prompt the user to enter the password a second time for confirmation. Once the initial password is established, enter your formal log-on ID and selected password once to obtain direct access to the JTA menu screen.

Once the JTA menu is displayed on the computer screen:

1. Select **MFO - Fiscal Oversight** from the menu using the arrow keys on the keyboard and pressing the [Enter] key. This brings up the next menu.

2. Select **MCM - Cash Management** from the menu and press the [Enter] key to gain access to the submenu.

3. You are now at the submenu where ECRI resides. Arrow to ECRI and press the [Enter] key to open the ECRI application.

   Helpful Hint: A quicker method to access ECRI from the main menu (step 1) is to type the mnemonic ECRI (ECRI will appear in a box at the bottom of the application screen as the letters are typed) and press the [Enter/Return] key. This will provide direct access into the ECRI application and eliminate steps 2 and 3.

   Once at the ECRI entry screen, a message prompt will appear in the middle of the screen to "Enter Password or <F3> to exit." This additional level of security is to request cash. The correct password must be entered in order to begin the cash request process. Entering a wrong password will prompt the message "Incorrect Password" to appear at the bottom of the screen. If this message appears, enter the password again. Should additional attempts cause the "Incorrect Password" message to appear on the screen, please contact the Cash Help Desk, at (916) 654-7868 for assistance.

Warning: Only authorized users (as identified in the "Accessing the JTA/ECRI Application") may use the ECRI screen. Personnel who control or monitor a subgrantee's password must inform those who process cash requests of the password and any changes made to the password. Passwords should be changed immediately when personnel who have processed cash requests are transferred or leave the subgrantee's employment.

When a cash request is filed, the user must also enter the password. To file a cash request, predetermine what the file key is in your computer system. Generally file keys are the <F11> + <5> keys. When using the ECRI screen, press the <F10> key and a pop-up window will appear. Search through the menu until you find FILE and the corresponding F key(s). Refer to *Appendix 7*, Function Key Chart, for further descriptions of the function keys.

Exiting From JTA/ECRI

Once a cash request is filed and the user has no other entries, exit from JTA/ECRI. This is accomplished by pressing the <F3> exit key. For each time the <F3> key is pressed, the system will exit from the current menu to the previous menu. Continue to use the <F3> key until backed out through the menus and out of JTA. You have totally exited when you arrive back at the log-in prompt.

Chapter

3

On-Line Cash Request

Objective

The following instructions provide the designated cash request person with procedures to be followed when requesting on-line cash from the Fiscal Programs Division (FPD). The instructions also provide assistance in situations that prevent a cash request from being accepted.

System Integrity Edits

Besides safety measures designed to prevent unauthorized access into the Job Training Automation (JTA) system and the Enter Cash Request Information (ECRI) screen, the JTA system also conducts a continuous edit of all data entries to prevent certain transactions from being accepted. The most common ECRI screen edits are:

- *Total cash request per* Local Workforce Investment Area (*LWIA) for the day cannot be a negative amount.*

    See how to process a negative and positive cash request for different subgrants on the same day under ECRI Cash Request Instructions (5. SUBGRANT NO.).

- *Cash request cannot be in excess of total subgrant amount.*

The JTA system also looks for excess cash on hand. If excess cash exists, the JTA system will display a screen message requiring a written explanation. To minimize such messages, the LWIA needs to key in cash disbursed for all grant codes, including those not requested for that day. Once the Employment Development Department (EDD) has approved a cash request, the system will not permit any changes to an approved request. Any updates to cash requested for the day can only be accomplished through future cash requests.

ECRI Cash Request Instructions

These instructions begin **after** the subgrantee accesses the ECRI screen and has successfully entered the correct password. If unable to get to this point, please refer to Chapter 2, *Accessing the Job Training Automation (JTA) System*.

1. *SUBGRANTEE CODE* -- The JTA system automatically fills this field with the three-letter alpha character assigned to the subgrantee. This code is specific only to the LWIA. You cannot enter another LWIA/subgrantee code or access another subgrantee's database.

2. *CASH REQUEST PERSON* -- This field is automatically filled based upon the log-on ID that was entered when accessing the JTA system.

3. *YEAR OF APPROPRIATION (YOA)* -- This field is automatically filled with the current year. The user can elect to skip the YOA by pressing the space bar to blank out the YOA field. If a year is entered into this field, **only** the subgrant or fund for the selected year will be displayed.

4. *GRANT CODE* -- If only requesting cash from a specific fund source, enter the appropriate JTA grant code (i.e., 201 for the Workforce Investment Act (WIA) Title I Adult program). Please refer to *Appendix 6* for a list of current JTA grant codes. Use the <F1> key to open the choice window to view/select the desired fund code. Otherwise, skip this field and leave it blank when requesting cash from more than one fund.

5. *SUBGRANT NO.* -- In most cases, a subgrantee generally will request cash from various fund sources within a subgrant. The main advantage besides requesting cash from different fund sources is that it is possible to have a negative cash request by individual funds as long as the total request is $0.00 or higher. Use the <F1> choice window option to make the appropriate subgrant selection. The WIA subgrant number will be preceded with the letter "R".

When requesting cash from more than one subgrant, the user can request a negative cash amount from one subgrant number and a positive cash amount from another subgrant number on the same day. This is possible as long as the day's total cash request is equal to or greater than $0.00.

Processing a Plus/Minus Cash Request on ECRI

- Blank out the YOA.

- Press the [Enter/Return] key for Grant Code, Subgrant No., and Request No. The system will start processing all open subgrants for your LWIA. Once the JTA system is done processing, the cursor will be on the delivery date.

- Press the [Enter/Return] key and the cursor will go to the first Grant Code on the first Subgrant. Note that on the left side of the screen appears subgrant # of #. This identifies which subgrants are open. In order to do a Plus/Minus entry, the user must enter all requests for the day in the appropriate subgrants before filing. To go to different subgrants, use the <F12> key to scroll forward. To scroll backward, use the combination of the <F11> and <F1> keys. At the bottom of the screen, the Request Total will display a cumulative total. **This total cannot be less than zero for all open subgrants.**

- After all input has been entered file the requests using the <F11>+<F5> keys.

   Note: Once a closeout report has been filed and approved on a subgrant, cash can no longer be returned through the JTA system. When a subgrant is closed, the subgrantee needs to return the appropriate amount to EDD via a check. Checks submitted to the EDD for excess cash need an attached letter showing the Subgrantee's name, subgrant number, the program year, the grant code(s), and the amount. This information is to be mailed to:

   Cash Control Unit—Cashier
   Fiscal Programs Division, MIC 70
   Employment Development Department
   P.O. Box 826217
   Sacramento, CA 94230–6217

6. *REQUEST NO.* -- The system automatically fills in the assigned request number for the next new cash request. If wanting to review a previous cash request, enter the previous request number and the information will be displayed.

   If a pending cash request is in the system and has not been approved (pending cash request), the screen will be in the UPDATE mode and may display the following message: **"Must update pending requests first: G##### (for JTPA), R######"** (for WIA). Since the last cash request has not been approved, you may take this opportunity to update the amount of cash requested.

   Note: When going back into ECRI to process another entry, please make sure your terminal does not show a pending request. If a pending request is shown, you will be overriding the original entry.

7. *DATE* --The delivery date field automatically generates the date cash will be deposited in the LWIA's designated bank. If you had updated a pending cash request, the delivery date will not be changed. Delivery dates change automatically at 1330 hours.

   Note: A delivery date can be advanced, but the JTA system will not permit a delivery date to be backdated.

8. **CASH DISBURSED** -- Use the [Tab] key to move the cursor to the field under the cash disbursed header. If any cash has been disbursed since the last request, enter the total amount in this field. If the field is correct, then use the [Tab] key to move to the next field, cash request.

All cash disbursed for all grant codes in all open subgrants needs to be entered. If not entered, the JTA system may generate an excess cash statement. Refer to next instructions under *Cash Request* for additional information.

9. **CASH REQUEST** -- Use the [Tab] key to navigate to the cash request field that corresponds to the selected fund. If needing to back up to a field, use the arrow keys to move back. Type in the amount needed to meet projected expenditures. Review all cash request entries to ensure the amounts are correct and requested from the proper fund. You may encounter situations where cash amounts requested are deemed "excessive" by the system. When this occurs, a pop-up screen like the one below may appear and require information to be entered in the comment section before the request can be filed. In the extreme example below, the subgrantee has over $2.7 million in the bank and shows an average daily disbursement of $275.86. The system performs an internal calculation and alerts the requester that there is enough cash on hand at the current rate of disbursement for years to come. The user must provide a written explanation in the space provided or press <F3> to make correction.

```
 WARNING:  Subgrant No.          R078910  Title I - Dislocated Worker
 Total Cash Deposited            $   2,806,625.69
 Cash Disbursements              $        80,000.00
 Cash in Bank                    $   2,726,625.69
 Average Daily Disbursements     $            275.86
 Cash Supply = 9884.1 Days
 Comments required or <F3> to correct entry
```

If the amount of cash requested exceeds the Obligational Authority (OA), the following message will appear at the bottom of the screen: **Cash request exceeds OA authorized. Maximum cash request = $$$$$$$$.** When this message appears, the request must be modified to an amount that does not exceed the OA.

Cannot Access JTA

If not able to access the JTA system and you need to request cash, please complete the Manual JTA Cash Request Form (*Appendix 5A*) and fax it to the JTA Cash Request Desk, at 916-654-7537.

Also included is a Manual Cash Request Form (*Appendix 5B*) to be used for Welfare-to-Work (WtW) cash requests. This form is to be used **ONLY** by those entities requesting cash for the 15 percent WtW program.

Instructions for completing *Appendix 5A* and *Appendix 5B* are included in *Appendix 5.*

Cash Request Example

Below is a partial example of a cash request utilizing the ECRI screen. The entire ECRI screen could not be included in the example due to size but when in ECRI, the whole screen can be viewed by using the [Tab] key to move the cursor to the right. In moving the cursor to the right, the user should be able to view the OA fields.

In the example below subgrantee ABC requested cash for WIA grant code 501 (Title I Dislocated Worker program). Lee Smith is identified as the requestor, and has requested $806,625.69. Please note the ECRI displays August 21, 2000, as the date funds requested would be deposited with ABC's banking institution. Also note in the top right corner that ECRI is in the update mode. This means the last cash request has not yet been approved (pending cash request) by the Workforce Investment Division. This provides the requester an opportunity to update the request.

```
ECRI                    Enter Cash Request Information              UPDATE

Subgrantee Code - ABC              ALLIANCE OF BIG CONSORTIA
Cash Request Person - R01          LEE SMITH
YOA  00  Grant Code -  501             Title I - DISLOCATED WORKER
Subgrant No. - R078910 - Request No. 013   Delivery Date - 08/21/2000
----------------------------------------------------------------------------------------------------------
------
Subgrant   1 of 1
YOA  00    Subgrant No. R078910  Request No. 013  Last Req Date   08/09/2000


Grant      Beginning                                      Ending
Code       Cash Requested    Cash Disbursed    Cash Request    Cash Request
 501       $2,000,000.00     $80,000.00        $806,625.69     $2,806,625.69
Title I    $2,000,000.00     $80,000.00        $806,625.69     $2,806,625.69

Subgrant   $2,000,000.00     $80,000.00        $806,625.69     $2,806,625.69

Request
Total      $2,000,000.00     $80,000.00        $806,625.69     $2,806,625.69
```

Chapter

4

Print Summary of Cash Request Procedures

Objective

The Print Summary of Cash Request (PSCR) application allows the user to view and print previous cash requests. The PSCR screen is useful in that it displays a subgrantee's cash requests by subgrant number and fund codes. It also shows the amount of funds ordered to date.

The PSCR application is a "VIEW" only screen with print capabilities. The user cannot ADD, UPDATE, or DELETE any of the information contained within the screen. However, this report is kept in the Report In/Out Handler (RIOH), which is a "library" and can be recalled or deleted from the Job Training Automation (JTA) system. The instructions for creating a PSCR report and other relevant functions follow.

Print Summary of Cash Request Instructions

The following instructions begin after accessing the PSCR screen. If problems arise getting into the PSCR application, return to Chapter 2, (Accessing the Job Training Automation [JTA] System) and review the steps outlined in Accessing the JTA/ECRI Application.

Once PSCR is accessed, a report option screen will appear. There are three key fields that require entries and one optional field on the screen. The required entries must be made before PSCR will generate the desired report.

∗ **Request Date** -- Enter the date by mm/dd/yy, e.g., 08/21/00. The PSCR will search for all cash requests made by the subgrantee up to and including the request date. Cash requests made after the date requested will not show on the summary. If information is needed on cash requests after the date is entered, a separate request will need to be processed. (**IMPORTANT: This is a date parameter for the report, NOT an individual cash request date**.)

∗ **Subgrantee Code** -- This entry is the three alpha characters assigned to a subgrantee. When entry of the three characters is made, the subgrantee's full name will appear immediately to the right of the Subgrantee Code field.

∗ **Subgrant Number** -- The PSCR provides a summary of cash requested by subgrant number. If the subgrant number is known, the subgrant number can be entered manually, or press the <F1> key to view the choice list. To use the choice list, press the arrow key to make your subgrant selection. Then press the [Enter] key to accept. When the subgrant number is selected, the PSCR will auto fill the Year of Appropriation field with the proper year. Once your selection is made, the request can be filed. Below is a view of the PSCR screen after the entries have been completed.

PSCR　　　　　　　　**Print Summary of Cash Request**

　　　Retrieve Existing Report, Enter (Y)es or (N)o
　　　Request Date　**08/23/2000**
　　　Subgrantee Code　**ABC**　　Name　ALLIANCE OF BIG CONSORTIA
　　　Subgrant Number　**R078910**　　　Year of Appropriation 00/01

To file the PSCR, press the <F11>+<5> or <F5> file key. These are the same keys used to file the ECRI. If you forget the file key, press the <F10> key, which will display a choice window with the function key listings. Upon pressing the appropriate file key, a **Report Set-up** window will appear as shown below:

　　　　　　　　　　Report Setup
Report Description: **pscr**　　　　　　　　　　Keep　14 Days
Print: N printOpts Run Later: N Start: :　　Private:N Owner:

∗ **REPORT DESCRIPTION:** This field is used to name the report. A combination of letters and numbers can be used to name the report, but we recommend keeping the name simple and easy to remember. In the example above, the report is entitled **PSCR**. We recommend not using the same title more than once since repeating the same name can cause confusion when retrieving a report from the RIOH. The RIOH will be explained later in this section.

∗ **KEEP:** The keep field establishes the number of days a subgrantee wants to keep the report in the system. The default is set at 14 days but can be changed to a default greater or less than 14 days.

* At this point in the filing process, you can press the down arrow key to select **Print** and press the [Space Bar] to toggle a **Y** over the **N** to order the report to your office printer. Pressing the [Space Bar] additional times moves the **Y** and **N** back and forth.

* **RUN LATER:** This is an option field that allows the user to set a time to automatically run the report. If this option is chosen, arrow to the **Print** field and press the [Space Bar] once to **Y**. Then arrow over to the **Run Later** field and press the [Space Bar] once to toggle to **Y**.

Note: The system automatically sets a "run-time." If this time is not long enough or a specific time is needed, enter the exact time in the Run Later field. If the <F1> choice window is opened in the RIOH immediately after setting Run Later for a report, please note the named report has an **S** next to the date and time of the report. This tells the user the report is in a "sleep" mode and will "wake up" at the time set to run the report. At the time the user has specified, the report will then be printed.

* **PRIVATE N/Y:** This field gives a user the ability to "filter" reports that are confidential and/or sensitive. To use this option, press the [Space Bar] to toggle to **Y** or **N**. It automatically fills with the user's last name/ID. If someone other than the originator of a "filtered" report logs into the RIOH, the filtered report will not appear. Only the person that created the "filtered" report will be able to view it. Once report setup selections are complete, file the report by pressing the <F11>+<5> or <F5> keys.

Once the report setup is filed, the system will process the information to generate the report. A "processing" message will appear at the bottom of the screen. When processing is completed, the RIOH screen will appear at the top. An example of the RIOH screen is as follows:

Report I/O Handler	
Report Description ------------------- Status Catalog Date/Time --	
pscr 2000-08-23 14:46:08	
View Print printOpts Copy Delete Export Zmodem **Keep** 14 Days	

Please note the RIOH screen displays the name of the report requested (pscr), the date and time generated (08/23/00) at 14:46:08 military time) and the amount of days the report will be kept (14 days).

Note: After 14 days, the report will automatically be removed through a report clean-up program.

∗ **VIEW:** To **view** reports, press the appropriate arrow key. Then press the [Enter/Return] key. The report will appear on the computer screen. To navigate within the screen, the user may need to use various arrow keys to see the entire report. Use the <F3> key to move out of the view mode and back to the RIOH screen for further selections or options.

∗ **PRINT:** Using the arrow key enables a user to navigate directly to the print mode and bypasses the view mode. Once in the print mode, press the [Enter/Return] key. When pressed, the message "Report has been sent to the printer" will appear at the bottom right of the screen.

∗ **PRINTOPTS:** If your computer has more than one printer to choose from, you can arrow over to the printopts to see which printer is currently selected. Press the [Enter/Return] key and a pop-up window will appear identifying the printer by name. To view the entire printer selections available, press the <F1> key. To back out of the entire selection of printers, press the <F3> key. If you wish to select another printer, arrow to the printer desired and press the [Enter/Return] key to make the selection.

∗ **COPY:** The copy option allows the user to duplicate a report to the RIOH. To choose this option, arrow to the copy field and press the [Enter/Return] key. A new setup report screen will appear at the bottom of the screen. At this time, name the "copied" report. It is recommended the name of the copied report be different than the original so the RIOH will not have two reports with identical names.

∗ **DELETE:** The system has a regular report clean-up function that occurs nightly. The reports in the RIOH are deleted based upon the number of days assigned to "KEEP" the report. However, the user can delete a report simply by bringing up the designated report in RIOH, moving the arrow to Delete, and pressing the [Enter/Return] key. The message "Do you really want to delete this report? **N**" will appear. (The system automatically defaults to **N** as a measure to safeguard against accidental deletes. Press <F3> to return if you do not want to delete the report.) If you do want to delete, then type **Y** for yes and the report will be deleted from RIOH. There is no way to retrieve a deleted report, so use this function cautiously.

∗ **EXPORT and ZMODEM:** These last two options provide the user with the ability to export a report to a spreadsheet and send as a report via modem to another computer. These functions require more extensive knowledge and are beyond the scope of this manual. If you wish to pursue this option, please contact the JTA Help Desk for further instructions.

Listed below is an example of a PSCR report. As you can see, this report was requested on 08/23/00 and shows the request or entry dates, delivery dates, and the total amounts of cash that were requested by fund sources. As a reminder, this is not the total screen and you must use the [Tab] key to move to the appropriate screen field to view the other funds in the subgrant.

Sample Summary of Cash Request Screen

PSCR   SUMMARY OF CASH REQUEST
Lee Smith

As of Request Date **08/23/2000**
Subgrantee Code   ABC   Name ALLIANCE OF BIG CONSORTIA
Subgrant No.   R078910   Year of Appropriation 00

Entry Date	Delivery Date	Total	201 - Adult	340 - Youth
03/06/2000	03/07/2000	$253,242.00	$195,721.00	$77,126.00
03/16/2000	03/17/2000	$287,006.00	$187,300.00$	$82,046.00
05/03/2000	05/05/2000	$419,392.00	$108,333.00	$286,456.00
05/24/2000	05/26/2000	$379,276.00	$205,674.00	$ 85,311.00
06/28/2000	06/30/2000	$-129,862.00		$-47,664.00
08/23/2000	08/25/2000	$125,000.00		
Page total		$1,334,054.00	$697,028.00	$483,275.00
Total		$2,931,625.69	$703,418.69	$1,018,508.00

Chapter

5

Helpful Hints

There are certain common errors that slow down or even prevent the cash request person from completing a cash request. The following "helpful hints" are included to provide assistance in recognizing and preventing errors from occurring.

Hint No. 1

When in doubt of what to enter in an individual field, use the <F1> key (choice window) to review and select your choice. For instance, if you are not sure of the subgrant number, pressing the <F1> key will provide a pop-up window with the subgrant number(s). The choice window provides the user with immediate information, saves time in doing manual file searches, prevents delays due to the entry of wrong data, and permits the user to make a selection with a minimal amount of key strokes.

Hint No. 2

Remember, when making a cash request, you can enter a negative cash request for one or more funds within a subgrant or subgrants. **However, the total cash request for the day must be equal to or greater than $0.00.** If the **total** cash request for the day reflects a negative amount, the error message **"Cash request less than $0.00."** The message **"Please correct entries"** will appear at the bottom of the Enter Cash Request Information (ECRI) screen. Adjustments must be made to your cash entries until the total cash request is equal to or greater than $0.00 before the transaction can be filed.

Hint No. 3

If there is an entry in the Year of Appropriation (YOA) field, such as 99, you are limited to requesting cash from subgrants tied to YOA 99. If the YOA is left blank, cash can be requested from all open subgrants. Use the <F12>, <F11>, or <F1> keys to scroll through the subgrants.

Hint No. 4

Obligational Authority (OA) for a fund source will not appear in ECRI until all required approvals have been granted for the subgrant. If the fund does not show up on the ECRI screen, cash cannot be requested from the subgrant. If there is an emergency to obtain cash from the subgrant, contact your assigned program manager in the Job Training Partnership Division for status of the approval on the subgrant.

Hint No. 5

Prior to implementation of the On-Line Cash Request process, it was common for the Fiscal Programs Division cash request person to receive a call from a subgrantee regarding the remaining available cash in each fund source. With implementation of the on-line process, users are now able to access the ECRI screen to view information on total OA, availability of funds, the amount of cash disbursed, and a variety of other related data.

Job Training Automation (JTA)
Help Desk Information

JTA HELP DESK
(916) 653-0202

Hours of Operation:

CASH HELP DESK
(916) 654-7868

Monday - Thursday
9 a.m. to 12 Noon
1 p.m. to 4 p.m.

Monday - Friday
7 a.m. to 4:30 p.m.

Note: Voice mail messages can be left at any time, 24 hours a day, 365 days a year. If the phone line is busy, our incoming line automatically "rolls over" to voice mail. Please leave a detailed message and your call will be returned as soon as possible. Please include the following information in your message:

1. **Your Name**
2. **SDA/Subgrantee Name**
3. **Phone Number**
4. **Program or Function You Were Working On**
5. **What You Were Doing at the Time**
6. **Nature of the Problem**
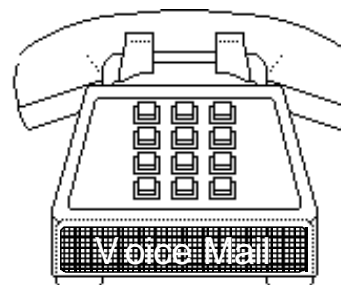
Following are examples of situations that may result in calls to our Help Desks. Please note the different agencies to contact:

Cash Help Desk (Fiscal Programs Division):

- Password (ECRI) not recognized or needs to be changed

- Problems with entering data in ECRI or PSCR

- Entry errors that cannot be undone

JTA Help Desk (Workforce Investment Division):

- Inability to access JTA

- Hardware, software, or printer-related problems

MCI Remote Dial-Up Procedures
(Revised February 2, 2000)

Once you have installed and configured ProComm Plus (or other terminal emulation) software and have dialed into the MCI network using an MCI Dialup number, these instructions will allow you to proceed with logging into the Job Training Automation (JTA) System.

1. Once connected, you will see the message "please type your terminal identifier." At this prompt, type the letter capital "**O**" for 8 bit. (If 7 bit, type "A".)
2. At the prompt "please log in" type MCI user ID **eddjta <enter>**.
3. At the prompt for a password, type in MCI password **jta27*# <enter>**.
4. You will see the following menu:

> --- Main Menu ---
> < Press <ESC> to return to the Telnet Session >
> 1   Open Telnet Connection
> 2   Close Telnet Connection
> 3   Display
> 4   Status
> 5   Set Control
> 6   Exit Telne
> 7   Exit Menu Mode
> 8   Menu System Help
> 9   9 Main Menu Help
> Select **1 <enter>**

5. You will then see the following menu:
> --- Open Menu ---
> < Press <ESC> to return to the Main Menu >
> 1   EDD.UNIX
> 2   JTA.UNIX
> 3   Manual Open
> 4   Open Menu Help
> Select 2 **<enter>.**

6. You will now see a welcoming message and a prompt to enter your login ID. You must have a valid JTA login ID to get past this point.

   You are now ready to log into the JTA production system.

7. Type your **login ID** <enter> and your **password <enter>**.
8. At the prompt TERM = (dumb), type **VT220**. This will take you directly to the JTA stateside menu.

Logging Out of JTA

1. Exit from JTA menus by using the [F3] key to back out. Or if you have command line access, type **exit** and you will be backed out of UNIX.

2. You will be back at the MCI main menu and see
    ```
    --- Main Menu ---
    < Press <ESC> to return to the Telnet Session >
    1   Open Telnet Connection
    2   Close Telnet Connection
    3   Display
    4   Status
    5   Set Control
    6   Exit Telnet
    7   Exit Menu Mode
    8   Menu System Help
    9   9 Main Menu Help
    ```
3. Select **6 <enter>** to exit MCI.
4. You may now disconnect the modem and close the ProComm program.

Accessing MCI Tymnet Numbers—On-Line

Viewing Local Tymnet Access Numbers On-Line Using MCI Dial-Up

Follow standard MCI dial-up procedure.
When prompted with "Log in" type the word "help."

You should now be connected to Concert's MCI and BT Information System. This bulletin board allows you to search for a local access number using different parameters. Use the following steps to search for the information you need.

When presented with a menu, use the following selections; **DO NOT** press enter after making a selection.

At the welcome banner, press "1."

1. Direct Dial & Outdial Worldwide Access.

At the Direct Dial & Outdial Worldwide Access menu, select what you want to search. (****WARNING**** Selections 2,3, and 4 are time-consuming. We recommend option 9 to limit the search.)

2. Worldwide Access numbers.
3. Access Numbers for a Specific State or Country.
4. Access Numbers for a Specific Speed or Service.
9. Search by City, State, or Area Code.

Selection 9 takes the user to the Online Access Number Search Facility: Press "1" for Async dial-up. This will limit your search to the area needed.

Viewing Local Tymnet Access Numbers On-Line on the Internet

1. Using an Internet Browser (Example: Netscape, Microsoft Internet Explorer), open at the following location:

   http://www.tymnet.com

2. To query, use the search engine provided by entering the city, state (CA), or country.

3. The results are the most recent access numbers and modem speeds available.

MCI Dial-Up Access Numbers for California

NODE	CITY	ST	CRY	DENS	12	24	96	14	28	ACCESS NO.	P	O	COMMENTS
6733	INGLEWOOD/VERNON	CA	USA	HIGH			C			213/588-4712	N	X	TYM-X25
12425	EL CENTRO	CA	USA	LOW	B	C				760/352-5823	Y	A	(start 27-MAR-97)
11314	ALAMEDA/OAKLAND	CA	USA	HIGH	B	C				510/633-1896	Y	A	
5341	ALAMEDA/OAKLAND	CA	USA	HIGH			C	C		510/638-7904	Y	A	
3407	ALHAMBRA	CA	USA	MED	B	C				818/308-1800	Y	A	
11730	ALHAMBRA	CA	USA	MED	B	C				818/308-1800	Y	A	
2644	ANAHEIM/NEWPRT	CA	USA	HIGH			C	C		714/752-1493	Y	A	
13252	ANAHEIM/NEWPRT	CA	USA	HIGH	B	C				714/852-8141	Y	A	
13251	ANAHEIM/NEWPRT	CA	USA	HIGH	B	C				714/852-8141	Y	A	
7601	ANTIOCH	CA	USA	LOW	B	C				510/754-8222	Y	A	
3407	ARCADIA/ALHAMBRA	CA	USA	MED	B	C				818/308-1800	Y	A	
11730	ARCADIA/ALHAMBRA	CA	USA	MED	B	C				818/308-1800	Y	A	
4411	BELMONT/REDWOOD	CA	USA	HIGH	B	C				415/361-8701	Y	A	
6301	BELMONT/REDWOOD	CA	USA	HIGH			C	C		415/367-0334	Y	A	
3306	BERKELEY	CA	USA	MED	B					510/548-2121	N	A	@PPS
11314	BERKELEY/OAKLAND	CA	USA	HIGH	B	C				510/633-1896	Y	A	
5341	BERKELEY/OAKLAND	CA	USA	HIGH			C	C		510/638-7904	Y	A	
4353	BEVERLY HILLS/SHR	CA	USA	MED	B	C				818/789-9557	Y	A	
2443	BURBANK	CA	USA	LOW	B	C				818/841-4795	Y	A	
4504	BURLINGAME/SO	CA	USA	LOW	B	C				415/588-3043	Y	A	
4353	CANOGA PARK/SHRM	CA	USA	MED	B	C				818/789-9557	Y	A	
11271	CATHEDRAL CITY	CA	USA	LOW	B	C				760/324-0920	Y	A	(start 27-MAR-97)
4046	COLTON	CA	USA	MED			C	C		909/872-0394	Y	A	
5325	COLTON	CA	USA	MED	B	C				909/422-0222	Y	A	
4556	CONCORD/WALNUT	CA	USA	LOW	B	C				510/935-1507	Y	A	
10436	CONCORD/WALNUT	CA	USA	LOW	B	C				510/935-1507	Y	A	
16336	CORONA	CA	USA	LOW	B	C				909/737-5510	Y	A	
4263	W.COVINA/DIAMOND	CA	USA	MED	B	C				909/860-0057	Y	A	
7434	DAVIS	CA	USA	LOW	B	C				916/758-3551	Y	A	
4263	DIAMOND BAR	CA	USA	MED	B	C				909/860-0057	Y	A	
3407	EL MONTE/ALHAMBRA	CA	USA	MED	B	C				818/308-1800	Y	A	
11730	EL MONTE/ALHAMBRA	CA	USA	MED	B	C				818/308-1800	Y	A	
6272	EL SEGUNDO	CA	USA	MED	B	C				310/640-8548	N	A	@PPS
10363	EL SEGUNDO	CA	USA	MED	B	C				310/643-4228	Y	A	
4262	ESCONDIDO/VISTA	CA	USA	LOW	B	C				760/941-6700	Y	A	(start 27-MAR-97)
11052	EUREKA	CA	USA	LOW	B	C				707/445-3021	Y	A	
12456	FAIRFIELD	CA	USA	LOW	B	C				707/421-0106	Y	A	
7117	FREMONT	CA	USA	MED	B	C				510/490-7366	Y	A	
4107	FRESNO	CA	USA	LOW	B	C				209/442-4328	Y	A	
6272	FULLERTON	CA	USA	MED	B	C				714/441-2777	N	A	@PPS
2443	GLENDALE/BURBANK	CA	USA	LOW	B	C				818/841-4795	Y	A	
11314	HAYWARD/OAKLAND	CA	USA	HIGH	B	C				510/633-1896	Y	A	
5341	HAYWARD/OAKLAND	CA	USA	HIGH			C	C		510/638-7904	Y	A	
6272	INGLEWOOD	CA	USA	MED	B	C				310/216-7667	N	A	@PPS
7703	VERNON	CA	USA	HIGH	B	C				213/587-7514	Y	A	
7533	INGLEWOOD/VERNON	CA	USA	HIGH			C	C		213/588-8128	Y	A	
7703	INGLEWOOD/VERNON	CA	USA	HIGH	B	C				213/587-7514	Y	A	
10250	INGLEWOOD/VERNON	CA	USA	HIGH	B	C				213/587-7514	Y	A	
2644	IRVINE/NEWPORT	CA	USA	HIGH			C	C		714/752-1493	Y	A	
13252	IRVINE/NEWPORT	CA	USA	HIGH	B	C				714/852-8141	Y	A	
2614	LANCASTER	CA	USA	LOW	B	C				805/945-4962	Y	A	
7404	LONG BEACH	CA	USA	MED	B	C				310/436-6033	Y	A	
6022	LOS ALAMOS/ST.	CA	USA	LOW	B	C				805/922-3308	Y	A	
4042	LOS ALTOS/SAN JOSE	CA	USA	HIGH			C			408/432-0804	Y	A	
5652	LOS ALTOS/SAN JOSE	CA	USA	HIGH	B	C				408/432-8618	Y	A	
6272	LOS ANGELES	CA	USA	MED	B	C				213/480-1677	N	A	@PPS
6272	LOS	CA	USA	MED	B	C				213/687-3727	N	A	@PPS
10753	MAR VISTA/EL	CA	USA	MED	B	C				310/643-4228	Y	A	
6733	LOS ANGELES/VERNON	CA	USA	HIGH			C			213/588-4712	N	X	TYM-X25
7533	LOS ANGELES/VERNON	CA	USA	HIGH			C	C		213/588-8128	Y	A	
7703	LOS ANGELES/VERNON	CA	USA	HIGH	B	C				213/587-7514	Y	A	
10250	LOS ANGELES/VERNON	CA	USA	HIGH	B	C				213/587-7514	Y	A	
10363	MAR VISTA/EL	CA	USA	MED	B	C				310/643-4228	Y	A	
10363	MARINADELREY/EL	CA	USA	MED	B	C				310/643-4228	Y	A	
4376	MERCED	CA	USA	LOW	B	C				209/383-7593	Y	A	
11402	MODESTO	CA	USA	LOW	B	C				209/527-0150	Y	A	
11224	MONTEREY	CA	USA	LOW	B	C				408/375-2644	Y	A	

11272	MOORPARK	CA USA LOW	B	C			805/523-0203	Y	A	
3306	MOUNTAIN VIEW	CA USA MED	B				415/960-3363	N	A	@PPS
10052	NAPA	CA USA LOW	B	C			707/257-6810	Y	A	
2644	NEWPORT BEACH	CA USA HIGH			C	C	714/752-1493	Y	A	
13251	IRVINE/NEWPORT	CA USA HIGH	B	C			714/852-8141	Y	A	
5461	NEWPORT BEACH	CA USA HIGH			C		714/250-4909	N	X	TYM-X25
7404	NORWALK/LONG BEACH	CA USA LOW	B	C			310/436-6033	Y	A	
2076	OAKLAND	CA USA HIGH			C		510/635-1662	N	X	TYM-X25
3306	OAKLAND	CA USA MED	B	C			510/893-9889	N	A	@PPS
11314	OAKLAND	CA USA HIGH	B	C			510/633-1896	Y	A	
5341	OAKLAND	CA USA HIGH			C	C	510/638-7904	Y	A	
4263	ONTARIO/DIAMOND	CA USA MED	B	C			909/860-0057	Y	A	
4154	OXNARD/PORT	CA USA MED	B	C			805/985-7843	Y	A	
4556	PACHECO/WALNUT	CA USA LOW	B	C			510/935-1507	Y	A	
10436	PACHECO/WALNUT	CA USA LOW	B	C			510/935-1507	Y	A	
11271	PALM SPRINGS/CATH	CA USA LOW	B	C			760/324-0920	Y	A	(start 27-MAR-97)
3306	PALO ALTO	CA USA MED	B				415/325-4666	N	A	@PPS
4411	PALO ALTO/REDWD	CA USA HIGH	B	C			415/361-8701	Y	A	
6301	PALO ALTO/REDWD	CA USA HIGH			C	C	415/367-0334	Y	A	
6272	PASADENA	CA USA MED	B	C			818/356-0780	N	A	@PPS
3407	PASADENA/ALHAMBRA	CA USA MED	B	C			818/308-1800	Y	A	
11730	PASADENA/ALHAMBRA	CA USA MED	B	C			818/308-1800	Y	A	
15001	PLEASANTON	CA USA LOW	B	C			510/462-2101	Y	A	
4556	PLEASNTHILL/WALNT	CA USA LOW	B	C			510/935-1507	Y	A	
10436	PLEASNTHILL/WALNT	CA USA LOW	B	C			510/935-1507	Y	A	
4263	POMONA/DIAMOND BAR	CA USA MED	B	C			909/860-0057	Y	A	
4154	PORT HUENEME	CA USA MED	B	C			805/985-7843	Y	A	
14577	POWAY	CA USA LOW	B	C			619/679-0200	Y	A	
4722	REDDING	CA USA LOW	B	C			916/241-4820	Y	A	
4411	REDWOOD CITY	CA USA HIGH	B	C			415/361-8701	Y	A	
6301	REDWOOD CITY	CA USA HIGH			C	C	415/367-0334	Y	A	
4046	RIVERSIDE/COLTON	CA USA MED			C	C	909/872-0394	Y	A	
5325	RIVERSIDE/COLTON	CA USA MED	B	C			909/422-0222	Y	A	
7542	SACRAMENTO	CA USA HIGH			C	C	916/442-0992	Y	A	
7543	SACRAMENTO	CA USA HIGH			C		916/442-0851	N	X	TYM-X25
10131	SACRAMENTO	CA USA HIGH	B	C			916/447-7434	Y	A	
3412	SALINAS	CA USA LOW	B	C			408/754-2206	Y	A	
11273	SAN CLEMENTE	CA USA LOW	B	C			714/240-9424	Y	A	
3057	SAN DIEGO	CA USA HIGH			C		619/497-0042	N	X	TYM-X25
16601	SAN DIEGO	CA USA HIGH			C	C	619/497-0050	Y	A	
4360	SAN DIEGO	CA USA HIGH	B	C			619/296-8747	Y	A	
5646	SAN DIEGO	CA USA HIGH	B	C			619/296-8747	Y	A	
4353	SAN FERNANDO/SHR	CA USA MED	B	C			818/789-9557	Y	A	
2704	SAN FRANCISCO	CA USA WATS	B	C			800	Y	A	
3035	SAN FRANCISCO	CA USA WATS	B	C			800	Y	A	
7246	SAN FRANCISCO	CA USA HIGH			C		415/896-5578	N	X	TYM-X25
3306	SAN FRANCISCO	CA USA MED	B				415/362-2280	N	A	@PPS
3306	SAN FRANCISCO	CA USA MED	B	C			415/543-8275	N	A	@PPS
3306	SAN FRANCISCO	CA USA MED	B				415/626-5380	N	A	@PPS
7302	SAN FRANCISCO	CA USA HIGH	B	C			415/543-0691	Y	A	
7417	SAN FRANCISCO	CA USA HIGH			C	C	415/495-7220	Y	A	
7320	SAN FRANCISCO	CA USA HIGH	B	C			415/543-0691	Y	A	
3306	SAN JOSE	CA USA MED	B	C			408/920-0888	N	A	@PPS
4042	SAN JOSE	CA USA HIGH			C		408/432-0804	Y	A	
5652	SAN JOSE	CA USA HIGH	B	C			408/432-8618	Y	A	
10242	SAN JOSE	CA USA HIGH			C		408/954-8481	N	X	TYM-X25
2704	SAN JOSE	CA USA WATS	B	C			800	Y	A	
4255	SAN LUIS OBISPO	CA USA LOW	B	C			805/549-0770	Y	A	
4504	SAN MATEO/SO. S.F.	CA USA LOW	B	C			415/588-3043	Y	A	
7404	SAN PEDRO/LONG	CA USA LOW	B	C			310/436-6033	Y	A	
11270	SAN RAFAEL	CA USA LOW	B	C			415/453-2087	Y	A	
6272	SANTA ANA	CA USA MED	B	C			714/972-9844	N	A	@PPS
2644	SANTA ANA/NEWPRT	CA USA HIGH			C	C	714/752-1493	Y	A	
13252	SANTA ANA/NEWPRT	CA USA HIGH	B	C			714/852-8141	Y	A	
11372	SANTA BARBARA	CA USA MED	B	C			805/965-1612	Y	A	
4042	SANTA CLARA/SAN	CA USA HIGH			C		408/432-0804	Y	A	
5652	SANTA CLARA/SAN	CA USA HIGH	B	C			408/432-8618	Y	A	
3035	SAN JOSE	CA USA WATS	B	C			800	Y	A	
3505	SANTA CRUZ	CA USA MED	B	C			408/475-0981	Y	A	
6022	SANTA MARIA	CA USA LOW	B	C			805/922-3308	Y	A	
10363	SANTA MONICA/EL	CA USA MED	B	C			310/643-4228	Y	A	
4153	SANTA ROSA	CA USA LOW	B	C			707/527-6180	Y	A	

4353	SHERMAN OAKS	CA USA MED	B	C			818/789-9557 Y A	
4504	SOUTH SAN	CA USA LOW	B	C			415/588-3043 Y A	
3522	STOCKTON	CA USA LOW	B	C			209/467-0601 Y A	
4042	SUNNYVALE/SAN JOSE	CA USA HIGH			C		408/432-0804 Y A	
5652	SUNNYVALE/SAN JOSE	CA USA HIGH	B	C			408/432-8618 Y A	
13171	UPLAND	CA USA LOW	B	C			909/985-1153 Y A	
4166	VALLEJO	CA USA LOW	B	C			707/645-1090 Y A	
6272	VAN NUYS	CA USA MED	B	C			818/780-1066 N A	@PPS
4353	VAN NUYS/SHERMAN	CA USA MED	B	C			818/789-9557 Y A	
4154	VENTURA/PORT	CA USA MED	B	C			805/985-7843 Y A	
7533	VERNON	CA USA HIGH			C	C	213/588-8128 Y A	
10250	VERNON	CA USA HIGH	B	C			213/587-7514 Y A	
6147	VISALIA	CA USA LOW	B	C			209/625-4891 Y A	
4262	VISTA	CA USA LOW	B	C			760/941-6700 Y A	(start 27-MAR-97)
4263	W.COVINA/DIAMOND	CA USA MED	B	C			909/860-0057 Y A	
4556	WALNUT CREEK	CA USA LOW	B	C			510/935-1507 Y A	
10436	WALNUT CREEK	CA USA LOW	B	C			510/935-1507 Y A	
4353	WEST L.A./SHRMN	CA USA MED	B	C			818/789-9557 Y A	
7434	WOODLAND/DAVIS	CA USA LOW	B	C			916/758-3551 Y A	
16337	CORONA	CA USA LOW			C	C	909/340-9010 Y A	
5461	IRVINE/NEWPORT	CA USA HIGH			C		714/250-4909 N X	TYM-X25
5461	ANAHEIM/NEWPRT	CA USA HIGH			C		714/250-4909 N X	TYM-X25
10753	EL SEGUNDO	CA USA MED	B	C			310/643-4228 Y A	
12624	MARYSVILLE	CA USA LOW	B	C			916/749-8015 Y A	
13252	NEWPORT BEACH	CA USA HIGH	B	C			714/852-8141 Y A	
13251	NEWPORT BEACH	CA USA HIGH	B	C			714/852-8141 Y A	
13354	CHICO	CA USA LOW	B	C			916/343-4401 Y A	
14462	SACRAMENTO	CA USA HIGH	B	C			916/447-7434 Y A	
12460	VICTORVILLE	CA USA LOW	B	C			760/955-7050 Y A	(start 27-MAR-97)
12533	LANCASTER	CA USA LOW	B	C			805/945-4962 Y A	
13251	SANTA ANA/NEWPRT	CA USA HIGH	B	C			714/852-8141 Y A	
5461	SANTA ANA/NEWPRT	CA USA HIGH			C		714/250-4909 N X	TYM-X25
6733	VERNON	CA USA HIGH			C		213/588-4712 N X	TYM-X25
2076	ALAMEDA/OAKLAND	CA USA HIGH			C		510/635-1662 N X	TYM-X25
2076	BERKELEY/OAKLAND	CA USA HIGHC			C		510/635-1662 N X	TYM-X25
2076	HAYWARD/OAKLAND	CA USA HIGH			C		510/635-1662 N X	TYM-X25
10242	LOS ALTOS/SAN JOSE	CA USA HIGH			C		408/954-8481 N X	TYM-X25
10242	SANTA CLARA/SAN	CA USA HIGH			C		408/954-8481 N X	TYM-X25
10242	SUNNYVALE/SAN JOSE	CA USA HIGH			C		408/954-8481 N X	TYM-X25
13552	BAKERSFIELD	CA USA LOW	B	C			805/325-0371 Y A	
6733	LOS ANGELES/VERNON	CA USA HIGH			C		213/588-4639 N X	TYM-X25
6733	INGLEWOOD/VERNON	CA USA HIGH			C		213/588-4639 N X	TYM-X25
6733	VERNON	CA USA HIGH			C		213/588-4639 N X	TYM-X25
10242	SAN JOSE	CA USA HIGH			C		408/954-8476 N X	TYM-X25
10242	LOS ALTOS/SAN JOSE	CA USA HIGH			C		408/954-8476 N X	TYM-X25
10242	SANTA CLARA/SAN	CA USA HIGH			C		408/954-8476 N X	TYM-X25
10242	SUNNYVALE/SAN JOSE	CA USA HIGH			C		408/954-8476 N X	TYM-X25
13614	LONG BEACH	CA USA MED	B	C			562/436-6033 Y A	(start 08-FEB-97)
13614	NORWALK/LONG BEACH	CA USA MED	B	C			310/436-6033 Y A	
13614	SAN PEDRO/LONG	CA USA MED	B	C			310/436-6033 Y A	
12642	LOS GATOS	CA USA LOW	B	C			408/356-1818 Y A	
3306	SAN FRANCISCO	CA USA MED	B	C			415/626-7477 N A	@PPS
3306	SAN FRANCISCO	CA USA MED	B	C			415/362-7579 N A	@PPS
3306	BERKELEY	CA USA MED	B	C			510/548-5743 N A	@PPS
3306	PALO ALTO	CA USA MED	B	C			415/323-2019 N A	@PPS
3306	MOUNTAIN VIEW	CA USA MED	B	C			415/961-2102 N A	@PPS
3306	SAN JOSE	CA USA MED	B	C			408/298-0584 N A	@PPS
6272	EL SEGUNDO	CA USA MED	B	C			310/640-0350 N A	@PPS
6272	INGLEWOOD	CA USA MED	B	C			310/216-4469 N A	@PPS
6272	PASADENA	CA USA MED	B	C			818/356-0487 N A	@PPS
6272	VAN NUYS	CA USA MED	B	C			818/780-5468 N A	@PPS
6272	FULLERTON	CA USA MED	B	C			714/441-1839 N A	@PPS
6272	SANTA ANA	CA USA MED	B	C			714/972-2314 N A	@PPS
10753	MARINADELREY/EL	CA USA MED	B	C			310/643-4228 Y A	
10753	SANTA MONICA/EL	CA USA MED	B	C			310/643-4228 Y A	
5535	REDWOOD CITY	CA USA HIGH	B	C			415/361-8701 Y A	
13363	WHITTIER	CA USA MED	B	C			562/945-1984 Y A	(start 08-FEB-97)
10221	WALNUT CREEK	CA USA MED			C	C	510/935-9806 Y A	
14003	SHERMAN OAKS	CA USA MED			C	C	818/995-0517 Y A	
14054	SAN CLEMENTE	CA USA LOW			C	C	714/489-0986 Y A	
12741	FAIRFIEL	CA USA LOW			C	C	707/434-1040 Y A	
14011	SOUTH SAN	CA USA LOW			C	C	415/588-2074 Y A	

10072	FRESNO	CA USA LOW			C	C	209/442-3475 Y A		
11660	SAN RAFAEL	CA USA LOW			C	C	415/453-6025 Y A		
6563	BURBANK	CA USA LOW			C	C	818/558-1508 Y A		
7307	REDDING	CA USA LOW			C	C	916/245-0308 Y A		
4616	CATHEDRAL CITY	CA USA LOW			C	C	619/324-0728 Y A		
12364	VISTA	CA USA LOW			C	C	760/941-9793 Y A	(start 27-MAR-97)
13704	SANTA BARBARA	CA USA MED			C	C	805/962-6636 Y A		
12575	PORT HUENEME	CA USA HIGH			C	C	805/984-5636 Y A		
3120	EL SEGUNDO	CA USA MED			C	C	310/536-0657 Y A		
5777	DIAMOND BAR	CA USA MED			C	C	909/860-2881 Y A		
11357	ALHAMBRA	CA USA MED			C	C	818/289-1035 Y A		
10762	VISALIA	CA USA LOW			C	C	209/635-4289 Y A		
3044	SAN LUIS OBISPO	CA USA LOW			C	C	805/549-7811 Y A		
10600	LANCASTER	CA USA LOW			C	C	805/948-5028 Y A		
6637	EUREKA	CA USA LOW			C	C	707/445-2458 Y A		
14220	SALINAS	CA USA LOW			C	C	408/754-8722 Y A		
14165	SANTA CRUZ	CA USA MED			C		408/464-0292 Y A		
10334	MONTEREY	CA USA LOW			C	C	408/655-2090 Y A		
15002	PLEASANTON	CA USA MED			C	C	510/484-1025 Y A		
14072	VALLEJO	CA USA LOW			C	C	707/553-2616 Y A		
12042	STOCKTON	CA USA LOW			C	C	209/463-5881 Y A		
13757	LONG BEACH	CA USA LOW			C	C	562/435-0282 Y A	(start 08-FEB-97)
4402	MODESTO	CA USA LOW			C		209/491-0590 Y A		
10463	LANCASTER	CA USA LOW	B	C			805/945-4962 Y A		
12477	BAKERSFIELD	CA USA LOW			C	C	805/325-8771 Y A		
6304	SAN CLEMENTE	CA USA LOW	B	C			714/240-9424 Y A		
4271	GARDEN GROVE	CA USA MED	B	C			714/379-1728 Y A		
11142	MOORPARK	CA USA LOW			C	C	805/531-9840 Y A		
14101	FREMONT	CA USA MED			C	C	510/498-4400 Y A		
14151	SANTA ROSA	CA USA LOW			C	C	707/523-1667 Y A		
2076	OAKLAND	CA USA HIGH		C			510/635-3981 N X	TYM-X25
7543	SACRAMENTO	CA USA HIGH		C			916/446-2999 N X	TYM-X25
7512	EUREKA	CA USA LOW	B	C			707/445-3021 Y A		
5323	SOUTH LAKE TAHOE	CA USA LOW	B	C			916/544-3091 Y A		
7246	SAN FRANCISCO	CA USA HIGH		C			415/957-9370 N X	TYM-X25
14111	BAKERSFIELD	CA USA LOW	B	C			805/325-0371 Y A		
3057	SAN DIEGO	CA USA HIGH		C			619/298-4587 N X	TYM-X25
13413	ANTIOCH	CA USA LOW			C	C	510/778-0982 Y A		
14550	NAPA	CA USA LOW			C	C	707/254-7001 Y A		
7556	DIAMOND BAR	CA USA MED	B	C			909/860-0057 Y A		
14600	POWAY	CA USA LOW			C	C	619/679-2024 Y A		
12675	SAN FRANCISCO	CA USA HIGH			C	C	415/495-7220 Y A		
15535	MARYSVILLE	CA USA LOW			C	C	916/749-0171 Y A		
15602	NEWPORT BEACH	CA USA HIGH			C	C	714/752-1493 Y A		
16243	OAKLAND	CA USA HIGH			C	C	510/638-7904 Y A		
15030	VALLEJO	CA USA LOW			C	C	707/553-2616 Y A		
15650	REDWOOD CITY	CA USA HIGH			C	C	415/367-0334 Y A		
11414	VERNON	CA USA HIGH			C	C	213/588-8128 Y A		
14663	WHITTIER	CA USA MED			C	C	562/698-4281 Y A	(start 08-FEB-97)
11254	SANTA MARIA	CA USA LOW			C	C	805/349-0468 Y A		
14063	MERCED	CA USA LOW			C	C	209/726-0960 Y A		
16657	EL CENTRO	CA USA LOW			C	C	760/352-8114 Y A	(start 27-MAR-97)
16306	SOUTH LAKE TAHOE	CA USA LOW			C	C	916/544-1347 Y A		
15543	UPLAND	CA USA LOW			C	C	909/946-7676 Y A		
15543	UPLAND	CA USA LOW			C	C	909/946-7676 Y A		
15613	CHICO	CA USA LOW			C	C	916/342-2007 Y A		
10412	SAN DIEGO	CA USA HIGH			C	C	619/497-0050 Y A		

B=BELL 103/113 (300 bps) or BELL 212A (1200 bps).
C=CCITT V.21(300 bps), CCITT V.22 bis(2400 bps), CCITT V.32 (9600 bps),
   CCITT V.32bis (14400 bps) or CCTTT V.34 (28800 bps).

Enter name of city or country:
You may also search for a specific state or province, country abbreviation, area code or a baud rate (such as"28.8").

[back]

Job Training Automation System
Information Request Form

To: **CASH CONTROL UNIT**   Program: ☐ WIA
Fiscal Programs Division, MIC 70   ☐ JTPA
Employment Development Department   ☐ OS
P.O. Box 826217   ☐ WtW 85%
Sacramento, CA 94230-6217

Attention: Lynda Lawson

From: Subgrant Recipient: _____

Person responsible for Cash Request Security Password: _____

Mailing Address:

_____

_____

_____

1. The contact personnel who can answer questions regarding the cash request(s) is/are:

Name   Telephone Number

_____   _____

_____   _____

_____   _____

2. The names of personnel authorized to enter or request cash through the Job Training Automation (JTA) System from the State or by faxing to the Cash Desk, at (916) 654-7537 are as follows:

Name   Telephone Number   Signature required

_____   _____   _____

_____   _____   _____

_____   _____   _____

3. Please indicate the method of funding that you prefer to use by checking one of the below:

a. ☐ Inter-Branch Deposit (refer to 4 and 7 below) **DEPOSIT SLIPS REQUIRED**
b. ☐ Wire Transfer (refer to 4 and 7 below)
c. ☐ U.S. Mail Delivery (refer to 5 and 7 below)
d. ☐ Direct Pickup (refer to 6 and 7 below)

Inter-Branch Deposits are for any account with Bank of America.

4. For inter-branch deposits or electronic wire transfers ("3.a." and "3.b." above), complete this section.

Please have all funds related to the above subgrant deposited into the following bank account:

Bank Name: _____   Bank Telephone: _____

Address: _____

Bank Account Name: _____

Branch Number: _____   Account Number: _____

5. For U.S. Mail Delivery of State warrants ("3.c." above), complete this section only if the address is different that that provided in the mailing address section.

Please send all related warrants to the above subgrant to the following address:

_____

_____

_____

6. For direct pick-up of State warrants ("3.d" above), complete this section.

Please release all funds related to the above subgrant to the following person and/or alternate.

Name	Telephone Number	Signature
_____	_____	_____
_____	_____	_____

7. Persons authorized to enter expenditure reporting information into the JTA System:

Name	Telephone Number	Signature
_____	_____	_____
_____	_____	_____

8. Signature of Authorizing Representative:

_____   Date _____

One Information Request Form is required for each office.

Job Training Automation System
Information Request Form
School-to-Career Program

To: **CASH CONTROL UNIT**
       Fiscal Programs Division, MIC 70
       Employment Development Department
       P. O. Box 826217
       Sacramento, CA 94230-6217

       Attention: Lynda Lawson

From: Subgrant Recipient: _____

Mailing Address: _____

_____

_____

_____

1. The contact personnel who can answer questions regarding the cash request(s) is/are:

   Name   Telephone Number

   _____   _____

   _____   _____

   _____   _____

2. The names of personnel authorized to request School-to-Career (STC) cash request(s) from the state or by faxing to the Cash Desk at, (916) 654-7537 are as follows:

   Name   Telephone Number   Signature required

   _____ _____ _____

   _____ _____ _____

   _____ _____ _____

3. Please indicate the method of funding that you prefer to use by checking one of the below:

   a. ☐ Inter-Branch Deposit (refer to 4 and 7 below) **<u>DEPOSIT SLIPS REQUIRED</u>**
   b. ☐ Wire Transfer (refer to 4 and 7 below)
   c. ☐ U.S. Mail Delivery (refer to 5 and 7 below)
   d. ☐ Direct Pickup (refer to 6 and 7 below)

   Inter-Branch Deposits are for any account with Bank of America.

4. For inter-branch deposits or electronic wire transfers ("3.a." and "3.b." above), complete this section.

Please have all STC funds related to the above subgrant deposited into the following bank account:

Bank Name: _____   Bank Telephone: _____

Address: _____

Bank Account Name: _____

Branch Number: _____   Account Number: _____

5. For U.S. Mail Delivery of State warrants ("3.c." above), complete this section only if the address is different that that provided in the mailing address section.

Please send all STC related warrants to the above subgrant to the following address:

_____

_____

_____

6. For direct pick-up of State warrants ("3.d" above), complete this section.

Please release all STC funds related to the above subgrant to the following person and/or alternate.

Name   Telephone Number   Signature

_____   _____   _____

_____   _____   _____

7 Signature of Authorizing Representative: _____

_____   Date   _____

One Information Request Form is required for each office.

Job Training Automation System
Information Request Form
Welfare-to-Work Program–15 Percent

To: **CASH CONTROL UNIT**
Fiscal Programs Division, MIC 70
Employment Development Department
P. O. Box 826217
Sacramento, CA 94230-6217

Attention: Lynda Lawson

From: Subgrant Recipient: _____

Mailing Address: _____

_____

_____

_____

3. The contact personnel who can answer questions regarding the cash request(s) is/are:

Name	Telephone Number

4. The names of personnel authorized to request Welfare-to-Work (WtW) cash request(s) from the State by faxing to the Welfare-to-Work Coordination Unit, at (916) 654-7921 are as follows:

Name	Telephone Number	Signature required

3. Please indicate the method of funding that you prefer to use by checking one of the below:

a. ☐ Inter-Branch Deposit (refer to 4 and 7 below) **<u>DEPOSIT SLIPS REQUIRED</u>**
b. ☐ Wire Transfer (refer to 4 and 7 below)
c. ☐ U.S. Mail Delivery (refer to 5 and 7 below)
d. ☐ Direct Pickup (refer to 6 and 7 below)

Inter-Branch Deposits are for any account with Bank of America.

4. For inter-branch deposits or electronic wire transfers ("3.a." and "3.b." above), complete this section.

Please have all WTW funds related to the above subgrant deposited into the following bank account:

Bank Name: _____   Bank Telephone: _____

Address: _____

Bank Account Name: _____

Branch Number: _____   Account Number: _____

5. For U.S. Mail Delivery of State warrants ("3.c." above), complete this section only if the address is different that that provided in the mailing address section.

Please send all WtW-related warrants to the above subgrant to the following address:

_____

_____

_____

6. For direct pick-up of State warrants ("3.d" above), complete this section.

Please release all WtW funds related to the above subgrant to the following person and/or alternate.

Name   Telephone Number   Signature

_____   _____   _____

_____   _____   _____

7   Signature of Authorizing Representative:

_____   Date   _____

One Information Request Form is required for each office.

Instructions for Completing Manual Cash Request Form

1. Submit a separate form for each subgrant.

2. **Program Title**: Enter appropriate program title.

3. **Grant Code**: Use the appropriate grant code. (Refer to *Appendix 6,* JTA Grant Codes List.)

4. **Cash Requested to Date**: Enter the amount of cash requested to date. This will be verified with the Job Training Automation (JTA) system.

5. **Cash Disbursed to Date**: Enter the amount of actual cash disbursements. Include any estimated cash disbursements included in the cash request amount. Cash disbursements must be updated for any open subgrants (even if cash is not being ordered). If this information is not updated, the JTA system could detect excess cash amounts.

6. Fax the manual cash request form to Fiscal Programs Division prior to the daily 1:30 p.m. (deadline). If the form is faxed early in the day, it will allow time to contact the appropriate staff if a problem is detected. If unable to reach the appropriate staff, the cash request may not process until the next business day.

Manual Job Training Automation
Cash Request Form

To: Fiscal Programs Division, MIC 70   Telephone: (916) 654-7868
        Employment Development Department   Fax   (916) 654-7537
        P.O. Box 826880
        Sacramento, CA 94280-0001

SUBGRANT RECIPIENT:	
SUBGRANT NUMBER:	
DATE OF REQUEST:	

Program Title	Grant Code	Cash Requested to Date	Cash Disbursed to Date	Cash Request Amount
TOTAL				

In accordance with the fiscal provisions outlined in the subgrant agreement, this request for cash is provided for the amounts indicated above. We understand the funds will be available or deposited into our account on or about _____.

We understand that all information on this form must be complete and that it must be received by the Employment Development Department by 1:30 p.m. to guarantee same day processing.

I hereby certify that I am a duly appointed representative of the above named subgrant recipient and that, to the best of my knowledge, the above request represents our best estimate, is in accordance with the current budget provisions, and does not violate the State's policy of not maintaining more cash than is necessary to meet our immediate needs at anytime.

Name _____   **Signature** _____   **Date** _____

Manual Job Training Automation
Cash Request Form Only For
Welfare-To-Work 15 Percent Cash Requests

To: Welfare-to-Work Program, MIC 69-1
      Employment Development Department
      P.O. Box 826880
      Sacramento, CA 94280-0001

Telephone: (916) 654-7799
Governor's Grantees
Fax: (916) 654-7921
Regional Collaboratives
Fax: (916) 653-2467

SUBGRANT RECIPIENT:
SUBGRANT NUMBER:
DATE OF REQUEST:

Program Title	Grant Code	Cash Requested to Date	Cash Disbursed to Date	Cash Request Amount
Total				

In accordance with the fiscal provisions outlined in the subgrant agreement, this request for cash is provided for the amounts indicated above. We understand the funds will be available or deposited into our account on or about _____.

We understand that all information on this form must be complete and that it must be received by the Employment Development Department by 1:30 p.m. to guarantee same day processing.

I hereby certify that I am a duly appointed representative of the above named subgrant recipient and that, to the best of my knowledge, the above request represents our best estimate, is in accordance with the current budget provisions, and does not violate the State's policy of not maintaining more cash than is necessary to meet our immediate needs at anytime.

Name _____   **Signature** _____   **Date** _____

Program Manager's Approval Signature _____   **Date** _____

Job Training Automation Grant Codes

GRANT CODE	DESCRIPTION	PGM	TITLE	SUBTITLE
110	II 5% IN PERF STDS	JT	II	A
115	II 5% IN TA PERF STDS	JT	II	A
130	II 5% IN CAP TA SALT	JT	II	A
180	II 8% EDUC 20% OVERHEAD	JT	II	A
181	II 8% EDUC 50% GAIN	JT	II	A
182	II 8% EDUC 30% SPEC PROJ	JT	II	A
201	ADULT	WI	I	
220	IIA 77% ADULT	JT	II	A
230	IIA 5% OLDER INDIVIDUAL	JT	II	A
270	IIC 82% YOUTH	JT	II	C
301	YOUTH (AFTER 7/1/00)	WI	I	
325	IIB 96 SUMMER JOBS FUNDS	JT	II	B
330	IIB SUMMER YOUTH (SY 97)	JT	II	B
340	YOUTH – EARLY – (4/1-6/30)	WI	I	
372	IVC VETERANS PROGRAM	JT	IV	C
373	IVC VETERANS PROGRAM	JT	IV	C
374	IVC VETERANS PROGRAM	JT	IV	C
501	DISLOCATED WORKER	WI	I	
515	III 50% FORMULA + 10% GR	JT	III	F
540	RAPID RESPONSE	WI	I	
550	III 40% RAPID RESPONSE	JT	III	F
560	III 40% ADUSTMENT SVCS	JT	III	F
561	III 40% ADUSTMENT SVCS	JT	III	F
562	III 40% ADUSTMENT SVCS	JT	III	F
563	III 40% ADUSTMENT SVCS	JT	III	F
564	III 40% ADUSTMENT SVCS	JT	III	F
565	III 40% ADUSTMENT SVCS	JT	III	F
566	III 40% ADUSTMENT SVCS	JT	III	F
567	III 40% ADUSTMENT SVCS	JT	III	F
568	III 40% ADUSTMENT SVCS	JT	III	F
569	III 40% ADUSTMENT SVCS	JT	TIII	F
571	III 40% FREEZE PROJECT 1998	JT	III	F
574	III 40% VETERANS PROGRAM	JT	III	F
578	III 40% DISLOCATED AG. IND.	JT	III	F
579	III 40% UI PROFILING	JT	III	F
583	ONE-STOP CAREER CENTER	JT	III	F
586	III 40% ONE STOP SFP	JT	III	F
587	III 40% SINGLE SDA	JT	III	F
589	III 40% SINGLE SDA	JT	III	F
590	III 40% DEFENSE	JT	III	F
594	III 40% IVC MATCH	JT	III	F

Job Training Automation Grant Codes (Continued)

GRANT CODE	DESCRIPTION	PGM	TITLE	SUBTITLE
599	III 40% IVC MATCH	JT	III	F
602	ISP FEES	JT	III	F
650	NR INTRASTATE SINGLE-SDA	JT	III	D
701	NRA MULTIPLE CLOSURES	JT	III	D
702	NRA MULTIPLE CLOSURES	JT	III	D
706	NRA AEROSPACE IND. WIDE	JT	III	D
722	NRA FREEZE SUPPORT SVC	JT	III	D
731	DCA MILITARY BASE CLOSURE	JT	III	D
732	DCA MULTI SDA BASE CLOSURE	JT	III	D
781	DCA DIRECT ASSIST/ SUP. SV	JT	III	D
782	DCA TEMPORARY JOB CREATE	JT	III	D
800	WTW 85% FORMULA	WW	IV	A
801	WTW 85% FORMULA	WW	IV	A
805	WTW 15% COLLAB	WW	IV	A
806	WTW 15% COLLAB	WW	IV	A
815	WTW SALT FUNDS	WW	IV	A

Job Training Automation Function Key Chart

<F1> Help	Calls up a window with a choice list with help for the field from which the function was called. **For example, on the Grant code field, HELP will display all the current JTPD fund codes**. In some cases, you can select an item by moving through the list with cursor arrows, then pressing [Enter] when the desired item is highlighted. In other cases, the scrolling window is just a list. In this case, exit from the list, then type the desired code or text as indicated in the scrolling window.
<F2> Clear	Clears all fields on the entry screen and restores to initial conditions—that is, displays a screen with empty fields. A message appears: Are you sure you want to clear? (Y/N) "Y" is the default - press [Enter] to clear the fields. Type "N" to return to the screen.
<F3> Exit	Exits from the process to the previous menu. May not be executed if an entry was made on the screen without filing the entry, or if changes have been entered, but not filed. To exit without saving changes, press <F2> first, then <F3>.
PC = <F5> File **MAC = <F11> & <5> File**	Writes the record to the database. Assumes all edits and other constraints have been met. On an option screen the [File] key is the "accept" key which indicates the user is finished with his/her selection and tells the program to begin its search.
<F8> Scroll	When requesting cash by subgrant no., the subgrantee's many fund sources may require they be displayed on more than one screen. If there are several pages a page header [pages 1 of #] will appear in the middle of the screen. The <F8> key is used to scroll through the various pages. Use <F7> to scroll back.
<F10> F Key Menu	Displays the window of <F> keys, allowing a user to either arrow through them, type the first letter of the desired function, or press the <F> key. Press <F10> again and the window will close (toggle off).
<Fl2> Scroll Forward	When requesting cash from more than one subgrant, use the <F12> key to scroll forward to each Subgrant.
<F11> + <1> Scroll Backward	When requesting cash from more than one subgrant, use the [<F11>+<1> keys to scroll backward through each Subgrant. Use these keys and the <F12> key to scroll forward and backward when looking for a particular subgrant.

Shift <F3> **or** **Exit Main** **Ctrl <F3>**		Exits to the Main Menu, after meeting any filing requirements.
Shift <F10> **or** **Print Screen** **Ctrl <F10>**		Prints the terminal/monitor screen display.

Hardware and Software Requirements
Job Training Automation

For Local Workforce Investment Areas utilizing the on-line cash request function, the following hardware/software is required:

- Personal computer with terminal emulation capacity, any one of the following:

   1. Industry Standards Architecture (ISA) or Enhanced ISA (EISA),

   2. IBM Microchannel Architecture, or

   3. Apple Macintosh with System 7.1 or above. In general, any computer capable of performing some type of UNIX-compatible terminal emulation can communicate with the JTA system. However, Employment Development Department staff will provide assistance only for the three types mentioned above.

- Terminal emulation software, one of the following:
   1. Procomm Plus from Datastorm Technologies for standard architecture PCs, or

   2. For Win/95 users-recommend Procomm Plus 4.0.

   3. Pacer Term for the MACs for VT100-VT200 and ANSI emulation. For PC and MAC networks, it is suggested to use PC/TCP from FTP software and pathway access from Wollongong.

- For dial-in access, a US Robotics Sportster Modem, which supports 14.4 and Hayes command set.

- For printing, the printer must meet one of the following two requirements:

   1. Must be a laser printer that recognizes the Hewlett-Packard printer command language, or

   2. Must be a wide-carriage dot-matrix printer which has the capability of printing at 10 pitch, 12 pitch, and in condensed (minimum 16.66) pitch, and which recognizes Epson or IBM Proprinter command sets, and provides a serial interface.